



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

January 7, 2009

Annette Elizabeth Driver
1234 Main St.
Lansing, Michigan 48933

DLN: D-123-456-789-123
DOB: 1/1/1970

Dear Ms. Driver:

The State of Tennessee has provided us with information that the knowledge and driving skills tests provided in Tennessee to obtain a commercial driver's license (CDL) were not given in accordance with the Rules of the Tennessee Department of Safety, nor Federal Regulation 49 CFR 383. Unfortunately, this means you must be retested in Michigan in order to maintain your CDL.

To maintain your CDL, you must present proof of having passed a driving skills test in the appropriate commercial vehicle conducted by a Michigan third party tester. A list of approved third party testers is available at your local Secretary of State branch office or the SOS website at www.michigan.gov/sos. You must also pass the appropriate written test(s) at any Secretary of State branch office. Please take this letter with you and once all tests have been taken, the branch staff will notify the CDL Help Desk in Lansing that you have successfully passed all the requirements to maintain a CDL.

If you do not intend to retain your CDL, you must return to a Secretary of State branch office and present this letter and office staff will correct the license type to "Chauffeur" at no fee.

You must comply with this request by close of business on **February 23, 2009**, or your CDL will be downgraded to a non-CDL license.

If you have any questions, please contact the CDL Help Desk at (517) 322-5555.

Sincerely,

CDL HELP DESK

Note to branch staff: For drivers who pass the required written and skills tests, please branch stamp a copy of the customers letter and fax it to (517) 636-4359. If no letter is available, please call the CDL Help Desk at (517) 322-5555 to verbally confirm the test completion.